How to upload a template to the Wiki.

A template is something that serves as a model for others to copy. There are two templates for you to copy and paste onto your Wikipage.

The first template is to organize your Global Networking assignments and projects.

The second template is to organize your rotation projects that relate to Global Networking. These are called “inter-disciplinary” projects, because they don’t just have to do with your art class for example, but also your Global Networking class. They are connected through a common thread: the culture of the country you are investigating this year.

1. Open the “Digital Portfolio” page on the Wiki for your Global Networking teacher: Spring or Pickett. All pages are listed in the blue section of the Talbots Abroad Wiki on the left.
2. Click on the link “Global Networking template.”
3. When it opens, put your cursor on the left corner of the template. Hold down the “left click” button on the laptop while you drag the cursor over the entire document from top to bottom, highlighting it in blue. Then do a right click and choose “COPY.”
4. Go back to to your Digital Portfolio page, scroll down to find the correct rotation (first, second, etc.) and find your name. Open your own page.
5. Click on the “EDIT” button in the upper right corner.
6. Put your cursor in the upper left corner of the page.
7. Right click and choose “PASTE.” Your template will appear.
8. Do the same process for the second template, your “Rotations Template.”
9. Be sure to click on “SAVE” in the upper right corner.
10. You’re done!

Remember: Any time you want to change or add to your Wikipage, you must choose “EDIT,” make your changes/additions and “SAVE.”